

APPLYING FOR A FOREST GROVE BUSINESS LICENSE

Beginning October 1, 2008, all persons and businesses doing business in Forest Grove will need to obtain a City Business License.

City Business License

The City Business License is not a regulatory tool. The License is used to collect necessary emergency contact information for the Police and Fire Departments, provide statistics on the types of businesses within the City, and to raise revenue for the City. Each business is responsible for complying with all local, state and federal laws. It is possible that a business may receive a Business License but not be able to operate due to code violations or unlawful activity. The Business License fee is non-refundable; in other words, your fee will not be refunded regardless of whether your business is able to operate. Therefore, it is recommended that businesses check in with the Community Development Department for zoning codes and building regulations, and the Fire Marshal's Office regarding fire codes and inspections.

Suggested checklist for applying for a City Business License:

- ☐ Fire Marshal's Office - 1919 Ash Street, Forest Grove, (503) 992-3176. An inspection of the building may be required prior to occupancy.
- ☐ Zoning compliance - Community Development Department, 1924 Council Street, Forest Grove, (503) 992-3227.
- ☐ Building regulations compliance - Community Development Department, 1924 Council Street, Forest Grove, (503) 992-3227.
- ☐ Utility needs – Administrative Services Department, 1924 Council Street, Forest Grove, (503) 992-3222.
- ☐ Other codes, laws and regulations that may apply.

Other information:

Organization	Address	Phone Number/Web Site
Oregon Secretary of State ⇒ Form ABN-1 Assumed Business Name	Oregon Secretary of State 255 Capitol St. NE Ste 151 Salem Oregon 97310-1327	503-986-2200 https://secure.sos.state.or.us/ABNWeb
Internal Revenue Service ⇒ Form SS-4 Employer Identification Number	Internal Revenue Service Attn: EIN Operation Philadelphia, PA 19255	(800) 829-4933 http://www.irs.gov/businesses
Forest Grove Chamber of Commerce	2417 Pacific Avenue Forest Grove, OR 97116	503-357-3006 http://www.fgchamber.org
Metro Regional Services Construction & landscape contractor's business licensing	600 NE Grand Ave Portland, OR 97232-2736	503-797-1700 http://www.oregonmetro.gov
Small Business Development Center	5193 NE Elam Young Parkway Suite A, Hillsboro, OR 97124	(503) 648-1102 http://www.hillchamber.org
Oregon Department of Environmental Quality - DEQ	DEQ Headquarters: 811 SW 6th Avenue Portland 97204-1390	800-452-4011 http://www.oregon.gov/DEQ/



BUSINESS LICENSES
1924 COUNCIL STREET
PO BOX 326
FOREST GROVE, OR 97116-0326
(503) 992-3269
WWW.FORESTGROVE-OR.GOV

APPLICATION FOR CITY BUSINESS LICENSE

☐ This is an amended application

Business Name:		Business Owner: (if owned by a corporation, provide corporate name and local contact.)	
Business Street Address:		Owner or Corporate Address (if different than Business Address):	
Business Mailing Address (if different):		Owner or Corporate Telephone (if different than Business Phone #):	
Business Telephone:		Describe nature and type of business at this location:	
Local Contact Name & Email (license cannot be emailed):			
Business/Building Square Footage:	Property Owner or Management Company (if not owner):		Phone:
# of FTE working in Forest Grove (includes owners):		Fee owed (from fee calculation worksheet attached):	

Emergency Contacts:

Primary emergency contact:	Phone: (Day and night)	Relationship to business/owner:
Secondary emergency contact:	Phone: (Day and night)	Relationship to business/owner:

Is this a home business? ☐ Yes ☐ No

Is this a mobile business? ☐ Yes ☐ No

* Contact the Community Development Dept. to be sure your home business complies with all relevant city codes.

Type of Business:

- ☐ Corporation ☐ Limited Liability Partnership (LLP) ☐ Non-Profit
☐ Limited Liability Company (LLC) ☐ Partnership ☐ Sole Proprietor/Individual

Business Category:

- | | |
|---|---|
| <input type="checkbox"/> Accommodations/Food & Beverage | <input type="checkbox"/> Health Care & Social Services |
| <input type="checkbox"/> Adult/Child Care (attach copies of State license & Floor Plan) | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Agriculture/Forestry/Mining | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Antiques/2nd-Hand Goods (Dealer's Permit App) | <input type="checkbox"/> Professional/Scientific/Technical Services |
| <input type="checkbox"/> Arts/Entertainment/Recreation | <input type="checkbox"/> Real Estate Services |
| <input type="checkbox"/> Commercial Services | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Security Services (Attach DPSST certificate) |
| – CCB #/exp date _____ (attach copy) | <input type="checkbox"/> Transport/Warehousing |
| – Metro #/exp date _____ (attach copy) | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Wholesale/Trade |
| <input type="checkbox"/> Financial & Insurance Services | <input type="checkbox"/> Other: Describe: _____ |

ALL REMODLING REQUIRES A BUILDING PERMIT

- ✓ A fire inspection may be required before occupying the building or opening for business. Please contact the Fire Marshall's office, located at 1919 Ash Street, at (503) 992-3176 for questions or to arrange for an appointment.
- ✓ All new businesses should contact the Community Development Department, located in City Hall at 1924 Council Street, for zoning compliance.
- ✓ A fee is required. See separate fee calculation worksheet. The City requires a business license and fee in order to raise revenue. Issuance of a business license does not excuse a business from compliance with applicable federal, state and municipal laws, including regulations of the City. The undersigned declares, under penalty of law, that the information in this application is true. A copy of this application may be disclosed to requestors under Oregon's Public Records Law.

Signature of Authorized Representative

Print Name

Date



BUSINESS LICENSES
P.O. BOX 326
FOREST GROVE, OR 97116-0326
(503) 992-3269
WWW.FORESTGROVE-OR.GOV

Business Name _____

BUSINESS LICENSE FEE CALCULATION

Application Fees:

New Business License Application Fee: \$25.00 \$ 25.00

PLUS: +

ANNUAL/RENEWAL (BASED ON NUMBER OF FTEs – see definition below) *

Businesses with 0 to 2.5 full-time equivalents	\$35.00
Businesses with 3 to 4.5 full-time equivalents	\$50.00
Businesses with 5 to 10.5 full-time equivalents	\$75.00
Businesses with 11 to 50.5 full-time equivalents	\$100.00
Businesses with 51 or more full-time equivalents + \$1 per FTE over 50	\$100.00
<i>Capped at \$250.00 annually</i>	

Total number of FTEs

\$

Full Time Equivalent (FTE) definition:

- An employee working thirty-two (32) or more hours per week throughout the year shall be considered full-time and shall count as one (1) FTE.
- An employee working less than thirty-two (32) hours per week or who is a temporary or seasonal employee shall be counted as one-half (0.50) of an FTE.
- For a landlord/property owner, the FTE would be 1.

EQUALS: =

TOTAL AMOUNT DUE: \$

Minimum amount due for new license \$60.00

* Payment must be cash, check, or money order only.

*** Contractors – There is no fee due if copy of active Metro license accompanies this application.**

Also, please include a copy of your active CCB license. This must be kept up-to-date, or permits cannot be processed.